

**CONFIDENTIAL**

MEMORANDUM FOR: Director of Personnel

THROUGH: Acting Deputy Director (

SUBJECT: Review of SF Personnel in  
Selection Out Procedure

1. In accordance with the Director's 17 February 1958, a careful review has been made of the Career Service of all personnel currently in the Agency. As of this date, the SF Career Service have anyone whom it recommends selecting for Agency programs, operations, and activities.

2. It is the policy of this Office to "select out" substandard personnel. This is accomplished by observation of work habits by supervisory personnel, Fitness Reports, review of Leave records, and information gathered are of sufficient concern to this Office requests reassignment, separation, or discharge outside the Agency through appropriate offices of Personnel. Since 1 January 1958, there have been four actions effected on personnel who did not resign. These four employees would have been on the list had they not resigned. In addition, one employee has been given a letter of warning to improve work habits in 30 days. Another has applied for disability retirement. Application should be approved in the very near future.

3. For your information, I have also reviewed several SF personnel to appropriate offices for consideration in connection with the Selection Out Procedure. However, the employees whose names have been considered substandard for selection out by the

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